



Safekey Parent Handbook

2008-2009

Contact Us!

Safekey Office - East Region

300 E. Charleston Boulevard, Suite 105
Las Vegas, NV 89104
(702) 229-2526

Safekey Office - West Region

1651 S. Buffalo Drive
Las Vegas, NV 89117
(702) 229-3399

www.lasvegasparksandrec.com



*W*elcome to the City of Las Vegas Department of Leisure Services Recreation Division Safekey Program. The Recreation Division is an integral part of the department family and offers a wide variety of safe, fun, and affordable activities for children of all ages.

Our vision is to take a proactive approach to being the preeminent leader in providing outstanding leisure services in the Las Vegas valley to all citizens, families, and visitors.

Our mission is to meet the needs of our participants and provide quality experiences while enhancing their quality of life, both mentally and physically. We will meet those needs by listening to our customers and participants, through continuous internal and external assessments, by meeting high safety standards, providing superior customer service, utilizing sound fiscal management practices, implementing and practicing solid business ethics, valuing and promoting diversity, and demonstrating unparalleled professionalism and responsiveness.

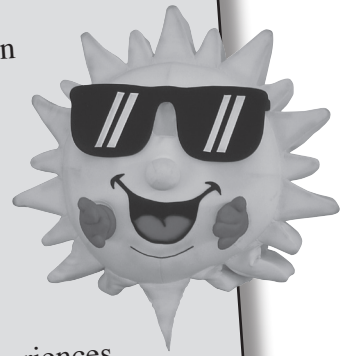
Our service delivery is based on our philosophy which emphasizes that we “do it better and do it right.”

Again, it is a pleasure to welcome you to the family of the best recreation and leisure services program provider in the valley. The City of Las Vegas Department of Leisure Services is proud and thankful to serve you this year and for many years to come.

Best Regards,

Bill Tyler

Recreation Division Manager



Of Particular Importance...

Safekey Vision, Mission, Description.....	2	Parental Rights/Guardianship	6
Holiday Closures.....	2	Sign-In/Sign-Out Procedures.....	6
Fee Payments/Methods	3	Emergency Information/Participation Form	6
Returned Checks/Refunds.....	4	Participant Code of Conduct.....	7
Late Pick-Up	4	Inappropriate Behavior/Suspensions	8
Medications.....	4	Parent/Guardian Conduct.....	9
Medical Insurance.....	5	Health Initiative	10
Inclusion.....	5	Financial Assistance.....	10
Personal Care	5	Child and Adult Care Food Programs.....	11
Telephone Use.....	5		



The City of Las Vegas Department of Leisure Services prohibits discrimination based on race, color, national origin, age, or disability in its programs and activities. If any individual believes he or she has been discriminated against, he or she may file a discrimination complaint with the Director, Equal Opportunity Program, U.S. Department of their Interior, National Park Service, P.O. Box 47127, Washington, DC 20013-7127.

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Safekey Vision

The City of Las Vegas Safekey Program is dedicated to providing the best possible program for your child. Our goal is to create an atmosphere where safety, fun, recreation, and social skills take place. We will:

- Provide a positive and meaningful experience.
- Help children develop self-esteem through a safe, supervised program.
- Involve children in group and individual activities that will help each child grow to his or her fullest potential.
- Foster growth and development by incorporating values and respect in peer group relationships.



The benefits of recreation are endless. Personal, social, economic, and environmental benefits are obtained through recreation.

Mission Statement

The City of Las Vegas Safekey Program provides families with recreational experiences for elementary school children in a supervised, fun environment allowing parents to work, go to school, or seek employment with a secure feeling knowing their child is safe. It is a positive solution, especially for the latchkey child and at-risk child who may be left unattended during out-of-school time.

Program Descriptions

Safekey is a before and/or after school recreational enrichment program designed for children ages 5-11. The program follows the Clark County School District (CCSD) calendar and operates only on days that school is in session. Daily and weekly scheduled activities include nutrition and physical fitness, arts and crafts, music and drama, games, special events, homework assistance, and a nutritional afternoon snack. Special program days may be offered at some Safekey sites on CCSD Staff Development Days or during Parent/Teacher Conference Days when school is on a half-day schedule. There will be an additional fee charged.

Holiday Closures

Safekey will be closed on all City of Las Vegas holidays observed as listed below:



New Year's Day	Nevada Day
Martin Luther King, Jr. Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Labor Day	

Program Staff

Our staff is carefully selected and placed at Safekey sites based on their skills. Staff members include school teachers, school district employees, college students, and adults interested in the well-being of children. For your child's safety, Safekey staff is trained in positive child discipline, emergency, and safety procedures.

Fee Payment



Payments are expected on or before the day of attendance. To receive a discounted weekly rate, payments must be received by 6 p.m. on the Friday of the week prior to the week your child will be attending. Payments received after 6 p.m. Friday will be charged the daily drop-in rate. The daily drop-in rate can be paid in advance or on the day your child attends. Daily fees must be paid by the end of the day of service.

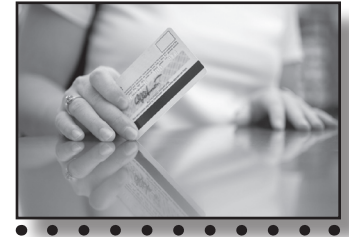
Any account left unpaid is flagged as a delinquent account, and your child's Safekey services will be suspended until all balances are paid in full. Delinquent accounts are handled according to the City of Las Vegas billing policy. Should your account remain unpaid, your account will be serviced by a collection agency.

NOTE: The parent or guardian who registers the child is responsible for the payment of all fees.

Methods of Payment

Payment may be made in the form of cash (at selected city of Las Vegas locations only), credit card, debit card, money order, or a check with a driver's license number, state, and expiration date written on the front of the check or a State-issued ID. No more than two weeks advance payment will be accepted at any time.

Any participant with an outstanding balance may not continue in the Safekey Program until all fees are paid in full. Customers who fail to pay returned check charges or make good on returned checks will also be suspended from the Safekey Program and may not be permitted to register for any other City of Las Vegas programs, activities, classes, or leagues until all balances are paid in full.



Please Note!

Keep all receipts for payments made.
The Safekey Office does not provide
end-of-year statements for tax purposes.

Returned Check Policy

Any check returned by the bank due to insufficient funds is subject to a service charge. Any customer who writes a check that is returned for insufficient funds and does not correct the situation within one week of notification will be required to pay all future fees in cash or money order.

Refund - Absenteeism - Holidays - Special Rates

The City of Las Vegas Safekey Program does not give credit or issue a refund when a participant is absent. Half-day programs during Parent/Teacher Conferences or Staff Development Days at selected sites will require a fee increase for the extended hours.

Late Pick-Up

Beginning at 1 minute past the Safekey Program end time of 6:00 p.m. or 6:30 p.m. (for the late sites), a late fee of \$1 per minute per family will be charged for every minute the child remains at the site. Every effort will be made to contact the parent or other emergency contacts listed on the *Participant Information Form*. If the child is not picked up within 30 minutes of the closing of the Safekey Program, the Deputy City Marshals will be notified to transport the child to the nearest community center/school. If the child has not been picked up by 8 p.m. from a city of Las Vegas community center/school, the Deputy City Marshals are authorized to take the child to Child Haven. **After a child has been transported by the Deputy City Marshals or if a second late pick-up occurs, a parent conference will be scheduled. If there is a third late pick-up, families will be suspended from the Safekey Program. Note: The clock at the Safekey Program site serves as the official timepiece.**

Medications

If your child should require medication during program hours, the following procedures must be followed:

1. A *Medication Release Form* for each medication to be taken must be completed and signed by the parent or guardian before staff will be allowed to store and secure the medication. A copy of this form will be kept on file at the Safekey Office as well as the Safekey Program site.
2. A recent photograph of the child must be provided by the parent and attached to the *Medication Release Form*.
3. All medication must be stored in a container labeled by the pharmacist and shall include the name of the medication, the participant's name, prescribing doctor's name, and instructions for taking the medication (this includes over-the-counter medications).
4. Medications will only be accepted from an adult listed on the *Participant Information Form* and should not be sent in sacks, packs, or lunch boxes. We will only be able to accept the daily dosage of any medication that is in pill form. Amount of medication will be counted and logged on the *Medication Log Form* at the Safekey Program site to verify amount received. Medication will be stored in a locked and controlled location.
5. Any change in type, frequency, or amounts of medication will require a new *Medication Release Form* completed by the parent or guardian.



Medical Insurance

Please recognize that the Safekey Program does not carry medical accident insurance for injuries sustained in its programs and facilities. The cost of such could make program fees prohibitive. Therefore, we ask you to review your own health insurance policy for coverage should your child be injured while attending our programs.



Inclusion

The City of Las Vegas Department of Leisure Services is happy to provide reasonable modifications to programs in order to provide success for all participants. If you need assistance, please contact the Safekey Senior Adaptive Recreation Leader at 229-4830 or the Safekey Coordinator at 229-2526 (East Office) or 229-3399 (West Office) two weeks prior to the program start date to discuss reasonable modification. Program modifications will be made on a case-by-case basis.

Note: IEPs (Individual Educational Plans), a master plan of goals and objectives for children with disabilities, are not mandated by law in a recreational setting. Although policies and practices may be revised, the Behavior Code of Conduct is applicable to ensure everyone's safety and enjoyment.

Did you know? It's a sad fact that childhood obesity is rapidly rising due to sedentary behavior and poor diet. But we can help! In addition to Safekey, we have dozens of classes, activities, workshops, and sports leagues available year-round that will keep your child active. Visit one of our facilities for a tour today!

Personal Care Policy

The City of Las Vegas Department of Leisure Services does not provide personal care services such as feeding, toileting, or the changing of clothes. (Refer to the U.S. Department of Justice Manual "The Americans With Disabilities Act" Title II Technical Assistance Manual, Article II-3.6200, which covers state and local government programs and services.) When personal care is needed, we will accommodate a personal care attendant by allowing them space and privacy in the implementation of their duties. Parents/guardians may provide the care themselves, or employ or solicit a volunteer to act as a personal care attendant.

It is recommended that personal care be provided within 10 minutes of the request for service. However, as long as assistance is provided within 30 minutes of the request, the participant will be accommodated.

Telephone Use

Telephones at our Safekey locations are intended for business use. If you need to contact the Safekey staff at your child's elementary school, please contact the Safekey Office at 229-2526 (East Office) or 229-3399 (West Office). They will contact the site and relay your message. ***Our agreement with the Clark County School District prohibits the distribution of your child's elementary school Safekey Program phone number to participants as it is used by another operation during the school day.*** Your cooperation is greatly appreciated.



Parental Rights and Guardianship

The Safekey Program realizes that there are situations where parents are separated, divorced, or currently seeking a divorce. ***Please keep in mind that our number one concern is the safety of your child.*** If a parent is in this situation and custodial rights have been awarded with no custodial rights given to the ex-spouse, we are required to have on file a court restraining order. Please remember that current law prohibits staff from withholding any participant from their biological parent without appropriate court documentation on file with the Safekey Office.



If a situation should arise with parents who have joint custody of a child, the City of Las Vegas will contact the parent who signed the *Participant Information Form*. In a joint custody situation, the parent who registers the child is responsible for listing the ex-spouse's address, home telephone number, work telephone number, and an emergency phone number. The parent who registers also has the responsibility to distribute a copy of this Safekey Program Handbook to the ex-spouse and returning the signed acknowledgement form. The parent who did not register the child and who has joint custody may obtain a weekly progress report by submitting a written request the Safekey Office.

Staff cannot take responsibility in deciding who has legitimate custody of a child. Copies of all legal documents must be provided to the Safekey site in order to enforce custody arrangements.

Sign-In and Sign-Out Procedures

Children must be signed in and signed out upon arrival and departure. The only person(s) permitted to pick up and sign out a child are those listed on the *Participant Information Form*. Please be prepared to show a picture ID at all times when picking up your child. Also, inform those you have listed as emergency contacts that a picture ID will be required before we can release the child. Older brothers and sisters, ages 12 and older, may pick up the child upon producing a student body photo ID or a Nevada ID card (that may be obtained at the Department of Motor Vehicles).



Emergency Information/Participant Information Form

It is the parent's responsibility to provide current phone numbers and addresses for all of the people included on the emergency contact list. ***Please revise your form any time a change is necessary. We will not release a child to any person that is not listed on the Participant Information Form.***

Special Activities Waiver

Parents/guardians may request that their registered Safekey Program participant leave and return to the Safekey Program to attend another CCSD function (i.e., Chess Club, tutoring, assist a school-run program or function) during Safekey Program hours. A *Special Activities Waiver* must be filled out and signed by a parent/guardian prior to the event. The *Special Activities Waiver* is required for each separate activity or occurrence and does not allow your child to sign themselves in and out of the Safekey Program. A completed copy of the *Special Activities Waiver* will be filed with the participant's *Participant Information Form*.

Participant Code of Conduct

The City of Las Vegas Department of Leisure Services is dedicated to providing outstanding programs for the youth in our valley. To achieve this goal, we place value on children by offering exciting program experiences with an emphasis on safety, convenience, and affordability.

Participants are expected to behave appropriately and to promote a safe, fun, and healthy environment through productive participation. The staff will use a positive approach to discipline and will seek parental support to resolve behavioral issues and to encourage positive behavior. Participants who remain disruptive after consultation with the parents may be dismissed from the program. Please go through the following points with your child so that they fully understand the expectations.

As a participant, I will:

- Show respect to other participants and treat them as well as I would like to be treated.
- Show respect to all staff and volunteers and cooperate fully with their instructions.
- Know and follow the rules of the Safekey program.
- Respect the rights and beliefs of others and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language, foul gestures, harsh words, or a harsh tone of voice.
- Conduct myself responsibly. I understand that horseplay, unwelcoming teasing, or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other participants, staff, or volunteers. I understand that pushing, kicking, hitting, or fighting are not acceptable and **will not be tolerated**.
- Use program equipment, supplies, and facilities properly.
- Respect the property of others.
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action.



Steps Taken to Correct Inappropriate Behavior

The following steps may be taken to correct inappropriate behavior:

1. Communicate appropriate behavior.
2. Removal from activity.
3. Disciplinary Action Report and contact parent/guardian.
4. Behavior Plan (if applicable)

Guidelines are set up to correct inappropriate behavior. However, this procedure may not resolve the situation. If inappropriate behavior continues, a participant may be suspended from the program.

Suspension Policy

1st Suspension

If inappropriate behavior continues, the participant may be suspended up to one week depending on the severity of the behavior.

2nd Suspension

Should inappropriate behavior continue after the first suspension, the participant may be suspended up to two weeks.



3rd Suspension

A third suspension may result in the participant being suspended from the Safekey Program for up to one year and is handled on an individual basis depending upon the severity of the situation.

NOTE: No refunds will be granted for suspended program days.

Program Disclaimer

The Safekey Program reserves the right to refuse service for the following reasons:

- Failure of parent or child to follow policies, procedures, and rules.
- Parents or child are physically or verbally abusive to staff.
- Failure to pay fees as scheduled.
- Failure to provide updated information and records.
- Failure to adhere to closing time.
- When, at the discretion of the Safekey Coordinator or the City of Las Vegas Department of Leisure Services Recreation Division staff, the continued service is not in the best interest of the child and/or agency.

Conduct of Parent/Guardian

As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in an appropriate and calm manner. The Safekey Program has set forth a policy of zero tolerance of work place violence, physical force, harassment, intimidation or abuse of power or authority. Should a situation occur within the program due to inappropriate actions by parents that causes excessive time spent by staff, **action will be taken and the individual may be removed from the program and cited with trespassing.**

NEVADA REVISED STATUTE CHAPTER 199 CRIMES AGAINST PUBLIC JUSTICE

NRS 199.300 Intimidating public officer, public employee, juror, referee, arbitrator, appraiser, assessor, or similar person.

1. A person who directly or indirectly addresses any threat or intimidation to a public officer, public employee, juror, referee, arbitrator, appraiser, assessor, or any person authorized by law to hear or determine any controversy or matter, with the intent to induce him, contrary to his duty to do, make, omit, or delay any act, decision, or determination, shall be punished:
 - a. Where physical force or the immediate threat of physical force is used in the course of the intimidation or in the making of the threat, by imprisonment in the state prison for not less than one year nor more than six years and may be further punished by a fine of not more than \$5,000.
 - b. Where no physical force or immediate threat of physical force is used in the course of the intimidation or in the making of the threat, for a gross misdemeanor.
2. As used in this section, "public employee" means any person who performs public duties for compensation paid by the state, a county, city, local government, or other political subdivision of the state or an agency thereof, including, without limitation, a person who performs a service for compensation pursuant to a contract with the state, county, city, local government, or other political subdivision of the state or an agency thereof.



BENEFITS OF PARTICIPATING IN SAFEKEY

Enjoy a safe place to play. • Build strong bodies.

Meet friends. • Increase communication skills.

Develop creativity. • Expand knowledge.

Be happier. • Participate in lifetime sports.

Eliminate boredom. • Relax. • Feel great.

Learn vital life skills. • Build self-esteem.

ENJOY SOCIAL INTERACTION WITH PEERS.

Receive homework assistance. • Have fun.

Health Initiative

In the fall of 2007, the Safekey Program began a health and fitness initiative to address the fitness levels of elementary school-aged children. The **Fit Kids Club Program** developed five goals to address the fitness and nutrition levels of Safekey Program participants. The **Fit Kids Club Program** engages Safekey Program participants in a physical activity of a minimum of three times per week for 60 minutes. These activities may include rotating sports instruction, nutrition, personal safety, games, and dance. This health initiative is part of the Mayor's Healthy Lifestyle Initiative which encourages Las Vegas citizens to *Get Smart, Get Up, and Get Out* about diet, nutrition, fitness, and physical activity. As part of the Safekey Program, all registrants are required to participate in the **Fit Kids Club Program's** daily or weekly activity. Your child can earn a scholarship for a free week of Safekey by becoming the Biggest Winner per quarter. Encourage your child to participate in the weekly activities.

Financial Assistance, Employer Reimbursement Vouchers, and Scholarships

The Safekey Program accepts employer-issued child care assistance vouchers, State of Nevada Childcare & Development Program, and Community Development Block Grant Scholarships.

- **Employer-Issued Child Care Assistance Vouchers**

Vouchers are usually issued by the employer as a reimbursement. Your payments to the Safekey Program or City of Las Vegas programs must be current for all program fees for an employer reimbursement voucher to be completed. It is the parent or guardian's responsibility to ensure that staff has all pertinent paperwork to complete the reimbursement request. Once form is turned in to Safekey staff, please allow 5 days turnaround time for completion of attendance verification. Staff is not responsible for keeping employer reimbursement paperwork on file at the site.



- **State of Nevada Childcare & Development Program (CCDP)**

Parents must apply for assistance at the CCDP offices located at 2500 W. Washington Avenue. Vouchers are site specific and cannot be used for any other location than what is stated on the voucher. It is the parent or guardian's responsibility to adhere to all expiration dates and rules of CCDP and ensure that all their information is kept current. Parents/guardians will be responsible for all fees to the Safekey Program if their vouchers are not renewed by the expiration date or if they change schools. Call 387-0985 for more information on the application process.

- **Community Development Block Grant Scholarships (CDBG)**

CDBG program assistance is available for participants who wish to register in City of Las Vegas Safekey and other recreational programs. The application process is easy. Assistance is limited, offered on first come, first served basis, and is site/program specific. Applicants must reside within the City of Las Vegas boundaries to qualify for financial assistance. Applicants who reside in Clark County, North Las Vegas, Henderson, or un-incorporated Las Vegas are not eligible for assistance. Application instructions are available onsite or at either Safekey region offices. Call 229-2883 if you require additional information.

Child and Adult Care Food Programs

Safekey and selected sites participate in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children and adults receiving daily care. Each day more than 2.6 million individuals participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals, which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

MEALS CACFP homes and centers follow meal requirements established by the USDA.

<u>Breakfast</u>	<u>Lunch or Supper</u>	<u>Snacks (2 of the 4 groups)</u>
Milk	Milk	Milk
Fruit or Vegetable	Meat or Meat Alternates	Meat or Meat Alternates
Grains or Breads	Grains or Bread	Grains or Bread
	Two different servings of fruit or vegetables	Fruit or vegetable

PARTICIPATING FACILITIES

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants.

- **Child Care Centers:** Licensed or approved public or private non-profit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved homes.
- **After-School Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.
- **Adult Day Care Centers:** Licensed or approved public or private non-profit adult care centers and some for-profit centers, which provide structured, comprehensive services.



ELIGIBILITY

State agencies reimburse facilities that offer non-residential day care to the following:

- Children age 12 and under;
- Migrant children age 15 and younger;
- Youth through age 18 in after-school care programs in needy areas; and
- Adults who are functionally impaired or age 60 and older.

CONTACT INFORMATION

If you have any questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

City of Las Vegas Department of Leisure Services
Recreation Division Safekey Program
749 Veterans Memorial Drive
Las Vegas, NV 89101
(702) 229-2526 or (702) 229-3399

CACFP Coordinator

Diane Hogan, M.S., R.D., Coordinator
Nevada Department of Education
1820 E. Sahara Avenue, Suite 203
Las Vegas, NV 89104-3721
(702) 486-7927

In accordance with Federal law and U.S. Department of Agriculture policy, the City of Las Vegas Department of Leisure Services is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (2052) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.